



CIP Project Request Form

Please reference the document titled "INSTRUCTIONS FOR COMPLETING CAPITAL IMPROVEMENTS PROJECTS (CIP) REQUESTS" for guidance on the application.

Capital projects - new or expansion ☐ Capital maintenance – new project ☐ Capital maintenance – Projects that are neither new nor expanding ☐

Project Title _____

Location _____

Date _____ Department _____

Employee Submitting Request _____ Included in Board's Current Adopted CIP? Yes ☐ No ☐

Department Priority Number _____ Out of how many submittals? _____

Proposed Schedule/Cost

Date Improvements Begin _____ Date Improvements Completed _____

Design/Engineering Cost _____ Construction/Equipment Cost _____

Annual/recurring Cost _____ Previous Funding _____

<u>Dollars in Thousands</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	Total
Proposed Budget	_____	_____	_____	_____	_____	_____
Revenues generated	_____	_____	_____	_____	_____	_____
Dec(inc) in spending	_____	_____	_____	_____	_____	_____

Project Narrative

The purpose of the narrative is to explain the proposal and provide an understanding of the life cycle cost (which is the sum of all recurring and one-time costs over the full life span of the project). Please explain in detail (a) the current condition, (b) the need for the project, (c) why the recommended proposal is the optimal solution, and (d) all reoccurring/one-time costs and if there is any residual or salvage value at the end of ownership. Submit additional material as needed, including copies of engineering or feasibility studies.

Evaluation Questions for Capital Projects – Not Necessary for Capital Maintenance

For Scoring Sheet

Questions	Y	N	Comments/Supporting Details
1. Is the project in conformance with and supportive of the goals, strategies and actions set forth in the Comprehensive Plan?			
2. Does the project support objectives addressed in a County sponsored service plans, master plans, or studies?			
3. Does the project relate to the results of the citizen survey, Board of Supervisors policy, or appointed committee or board?			
4. Does the project increase or enhance educational opportunities?			
5. Does the project increase or enhance recreational opportunities and/or green space?			
6. Will the project mitigate blight?			
7. Does the project target the quality of life of all citizens or does it target one demographic? Is one population affected positively and another negatively?			
8. Does the project preserve or improve the historical, archeological and/or natural heritage of the County? Is it consistent with established Community Character?			
9. Does the project affect traffic positively or negatively?			
10. Does the project improve, mitigate, and/or prevent degradation of environmental quality (e.g. water quality, protect endangered species, improve or reduce pollution including noise and/or light pollution)?			
11. Is there a facility being replaced that has exceeded its useful life and to what extent?			
12. Do resources spent on maintenance of an existing facility justify replacement?			
13. Does this replace an outdated system?			
14. Does the facility/system represent new technology that will provide enhanced service?			
15. Does the project extend service for desired economic growth?			
16. Does the project have the potential to promote economic development in areas where growth is desired?			

Questions	Y	N	Comments/Supporting Details
17. Will the project continue to promote economic development in an already developed area?			
18. Is the net impact of the project positive? (total projected tax revenues of economic development less costs of providing services)			
19. Will the project produce desirable jobs in the County?			
20. Will the project rejuvenate an area that needs assistance?			
21. Does the project directly reduce risks to people or property (i.e. flood control)?			
22. Does the project directly promote improved health or safety?			
23. Does the project mitigate an immediate risk?			
24. Will there be a serious negative impact on the County if compliance is not achieved?			
25. Are there other ways to mitigate the regulatory concern?			
26. When is the project needed?			
27. Do other projects require this one to be completed first?			
28. Does this project require others to be completed first? If so, what is magnitude of potential delays (acquisition of land, funding, and regulatory approvals)?			
29. Can this project be done in conjunction with other projects? (E.g. waterline/sanitary sewer/paving improvements all within one street)			
30. Will it be more economical to build multiple projects together (reduced construction costs)?			
31. Will it help in reducing repeated neighborhood disruptions?			
32. Will there be a negative impact of the construction and if so, can this be mitigated?			
33. Will any populations be positively/negatively impacted, either by construction or the location (e.g. placement of garbage dump, jail)?			
34. Are there inter-jurisdictional considerations?			
35. Does the project conform to Primary Service Area policies?			
36. Does the project use an existing County-owned or controlled site or facility?			

Questions	Y	N	Comments/Supporting Details
37. Does the project preserve the only potentially available/most appropriate, non-County owned site or facility for project's future use?			
38. Does the project use external funding or is a partnership where funds will be lost if not constructed?			
39. Is there an immediate legislative, regulatory, or judicial mandate which, if unmet, will result in serious detriment to the County, and there is no alternative to the project?			
40. Is the project required to protect against an immediate health, safety, or general welfare hazard/threat to the County?			
41. Is there a significant external source of funding that can only be used for this project and/or which will be lost if not used immediately (examples are developer funding, grants through various federal or state initiatives, and private donations)?			
42. Will the new facility require additional personnel to operate?			
43. Will the project lead to a reduction in personnel or maintenance costs or increased productivity?			
44. Will the new facility require significant annual maintenance?			
45. Will the new facility require additional equipment not included in the project budget?			
46. Will the new facility reduce time and resources of County staff maintaining current outdated systems? This would free up staff and resources, having a positive effect on the operational budget.			
47. Will the efficiency of the project save money?			

Signatures

Department Director Signature

Department Director Printed Name

County Administrator or CEO Signature

County Administrator or CEO Printed Name